



Re: CORT Furniture / Partial Return - Palm Beach, FL

1 message

William Harrison (b) (6)

Wed, Mar 3, 2021 at 11:33 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

This expense is approved - I'll get you full details on what all is being picked up by the end of the week! Thank you

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From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Sent: Wednesday, March 3, 2021 11:31:43 AM

To: William Harrison (b) (6) >

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Subject: Re: CORT Furniture / Partial Return - Palm Beach, FL

Beau --- please approve the pick fee so we can do a funding request.

Kristina --- Thank you for the information.

Cheryl --- FYI -- we will be getting a revised rental agreement.

Thank you, Kathy

On Wed, Mar 3, 2021 at 11:17 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good morning Beau,

Per our discussion yesterday we have reached out to CORT regarding the request of a partial return of the furniture. They don't see a problem picking up next Friday March 12th and would need an exact quantity of items before the end of business this Friday March 5, 2021 for scheduling and quoting purposes. We will also need the details related to access onto the property as well as a point of contact for that day to provide to the drivers.

Items needed and/or confirmed

Quantity & Description (i.e. 5 desks, 2 chairs)

Point of contact for pick up date (name & phone #)

Property access instructions and/or restrictions

Pick up date confirmed (Tentative date of March 12th)

Please note there will be a \$250 pick up fee and the revised rental agreement prices will be adjusted based on the quantity of items to remain with a current contract expiration of July 20, 2021.

Please let me know if you have any questions or concerns.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 (b) (6) (C)

kristina.schroeder@gsa.gov

Kathleen K. Geisler

Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)